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TIMOTHY K. WEBB, Ed.D.
ACTING COMMISSIONER

TEIS POLICY MEMORANDUM #08-022

TO: TEIS District Administrators; TEIS Data Managers; TEIS Service Coordination Managers

FROM: Jamie Thomas Kilpatrick, Director
Office of Early Childhood Programs, Division of Special Education

CC: Joseph E. Fisher, Assistant Commissioner
OEC Staff

RE: **IFSP Planned Services Dates**

DATE: February 22, 2008

Remind all Point of Entry personnel, especially all new personnel, that when an IFSP is completed, the date for any service being affected should have a planned service date in TEIDS that **matches** or **follows** the appropriate IFSP date.

When the end date approaches on any planned service, a review must be done in order to continue that service. On-going services that are not part of the review do not get a date change.

In the Authorization to Vendor agreements, Section 8 states, "The identified service must clearly be in accordance with approved, allowable expenses documented in the child's current IFSP".

Therefore, when TEIDS service dates do not align correctly, vendors who have delivered a service outside of the provisions of the IFSP, will not be reimbursed.

For further guidance or possible training for staff and/or vendors on this long-standing and basic IFSP procedure, please contact me directly.

As this concern is a significant violation of Procedural Safeguards with IDEA, future incidents will be deemed a personnel issue warranting disciplinary action.

As always, I appreciate the hard work and daily efforts that District staff provide to our families and children and in complying with all policies and procedures of TEIS.